Memorandum

Date:

December 4, 2009

To:

Office of the Assistant Commissioner, Field

Attention: Assistant Commissioner T. J. Clark

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Assistant Commissioner, Inspector General

File No.:

005.9968.11626.010

Subject:

2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 21, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 117 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 42 items when rounded up to the next whole number (d).

| | Population Size | Percentage of Total | Calculated Sample Size | Predetermined List Sample Size |
|--------------------|-----------------|---------------------|---------------------------|-----------------------------------|
| | (a) | (b) | (c) | (d) |
| ICU Decals | 39 | 33.33% | 13.67 | 14 |
| Telecommunications | 54 | 46.15% | 18.92 | 19 |
| Fleet | 14 | 11.97% | 4.91 | 5 |
| Weapons | 10 | 8.55% | 3.51 | 4 |
| Total | 117 | | | 42 |
| | | | | |

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 34 of the 42 items were located. One item listed on the predetermined property list was transferred via a CHP 266, Credit memo-equipment form. Two items on the predetermined property list were not located. These two missing items were added since the last

Office of the Assistant Commissioner, Field Page 2
December 4, 2009

annual inventory. Additionally, five items were unavailable for inspection since personnel were out of the office. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, eight of the eight items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Office of the Commissioner by March 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

Assistant Commissioner

Attachments

cc: Office of the Commissioner
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT A.C. Field (002) September 21, 2009

| | | | | September 21, 2009 | 1, 2003 | | |
|-----------------------|--------|---|---|---|----------|---------------------------------------|--|
| EQUIPMENT DESCRIPTION | CHP | LISTED ON PROPERTY RECORD BUT NOT FOUND | FOUND BUT NOT LISTED ON PROPERTY RECORD | MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD | TRANSFER | NOT AVAILABLE FOR INSPECTION | COMMENTS |
| Digital camera | 119885 | | | | × | | CHP 266, 10-1-08, to 076N |
| Pager | R34672 | × | | | | | CHP 51, placed back onto inventory 8-13-09 |
| CB radio | R39735 | × | | | | | CHP 51, placed back onto inventory 8-13-09 |
| Mobile radio | R40850 | | | | | × | Task force, employee on vaction until 10-5-09 |
| Mobile repeater | R45946 | | | | | × | Task force, employee on vacation until 10-5-09 |
| Scanner | R53858 | | | | | × | Task force, employee on vacation until 10-5-09 |
| Hand held radio | R64563 | | | | | × | Employee out of office |
| Vehicle | C1589 | | | | | × | Task force, employee on vacation until 10-5-09 |
| | | | | | | | |
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ATTACHMENT B

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT A.C. Field (002)

| | ASSET# | DESCRIPTION | | | | | ŧ | | |
|------|-----------------------------|---------------------------------------|--------------|--------------------------|----------|--------|---|---------------------------|------------|
| 9 | the case of | 1 | | | <u>.</u> | ۲ ۲ | 1 | ٥ | NOTES |
| rope | rty inspectio | rroperty inspection list to equipment | | | | | | | |
| - | 119885 | DIGITAL CAMERA | SONY | 149879 | | | × | CHP 266, 10-1-08, to 076N | 8. to 076N |
| 7 | 2 122407 | LAPTOP | COMPAQ | 3J16FMPZEGD2 | × | | | | |
| т | 3 127054 | SCANNER SCANJET 5300 C | X HEWLETT P. | CX HEWLETT PA TW11321130 | × | | | | |
| 4 | 4 139363 | LAPTOP | GATEWAY | 0035500215 | × | | | | |
| S | 5 145204 | PRINTER | HEWLETT PA | HEWLETT PACCNTBB59383 | × | | | | |
| 9 | 6 147469 | LAPTOP | GATEWAY | 0037134853 | × | | | | |
| 7 | 7 148999 | COMPUTER | HEWLETT PA | HEWLETT PA 2UA7041G49 | × | | | | |
| 00 | 8 149000 | COMPUTER | HEWLETT PA | HEWLETT PA: 2UA71601DY | × | | | | |
| 6 | 9 150732 | PROJECTOR | OPTOMA | 086K704AAAAC0340 | × | | | | |
| 01 | 10 158220 | TELEVISION HD LCD 32" | SAMSUNG | B4693CDQ415469W | × | | | | |
| Ξ | 11 158221 | DVD / VCR COMBO | SAMSUNG | 94466RBP507312K | × | | | | |
| 12 | 12 164613 | COMPUTER | HEWLETT PA | HEWLETT PA MXL8330J9Z | × | | | | |
| 13 | 13 165611 | COMPUTER | HEWLETT PA | HEWLETT PA(MXL83907PJ | × | | | | |
| 7 | 14 80720 | RECORDER HAND-HELD MI | MICOLYMPUS | 170706 | × | | | | |
| quip | Equipment to inventory list | ntory list | | | | | 1 | | |
| - | 142163 | FACSIMILE MACHINE | BROTHER | BR0J5J348525 | | × | | | |
| 2 | 2 142276 | DVD PLAYER | JVC | 170K1609 | | × | | | |
| 3 | 3 143394 | LAPTOP | GATEWAY | 0036145916 | | × | | | |
| 4 | 146603 | DIGITAL CAMERA | CANON | 2328929541 | | × | | | |
| 2 | 5 75447 | RECORDER TAPE MICROCAS LANIER | SLANIER | 777269 | | × | | | |

ATTACHMENT C

CALIFORNÍA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT

ATTACHMENT C

A.C. Field (002)

| | ASSET # | DESCRIPTION | MISC. | | | × | Z | A | ۲ | ပ | NOTES |
|----|----------------|---------------------------------------|------------|-----------------------------|---------|------|---|---|---|---|--|
| ğ | erty inspectio | Property inspection list to equipment | | | | | | | | | |
| - | 1 R100089 | Cellular Telephone | AAI08 | | VERIZON | × | | | | | |
| 7 | R34672 | Pager | DC 637 | 238AGC0506 MOTOR | MOTOR | | × | | | | CHP 51, placed back onto inventory 8-13-09 |
| m | R39735 | Citizen Band Radio | | 311463 | | | × | | | | CHP 51, placed back onto inventory 8-13-09 |
| 4 | R40850 | Mobile Radio | | 9523471 | GE | | × | | | | Task force, employee on vacation until 10-5-09 |
| 5 | R42886 | Mobile Radio | 5MAJ954 | 9541559 | GE | × | | | | | |
| 9 | R42964 | Mobile Radio | | 9541823 | GE | × | | | | | |
| 7 | R45946 | Mobile Repeater | | 7723455 | GE | li i | × | | | | Task force, employee on vacation until 10-5-09 |
| 00 | R53858 | Scanner | | 45006589 | UNIDEN | | × | | | | Task force, employee on vacation until 10-5-09 |
| 6 | R54434 | Scanner | | 45005336 | UNIDEN | × | | | | | |
| 0 | 10 R61440 | Hand-Held Radio | MM 08-094 | 402AWUF948 MOTOR | MOTOR | × | | | | | |
| - | 11 R63715 | Hand-Held Radio | MM #08-025 | MM #08-025 402AWY0498 MOTOR | MOTOR | × | | | | | |
| CI | 12 R64563 | Hand-Held Radio | MM #08-026 | MM #08-026 402AWY7394 MOTOR | MOTOR | | × | | | | Employee out of office |
| 3 | 13 R66868 | Hand-Held Radio | | 402AXA3621 MOTOR | MOTOR | × | | | | | |
| 4 | 14 R71317 | Battery Charger - Radio | | | MOTOR | × | | | | | |
| 5 | 15 R85491 | Control Head - Mobile | 5MAJ954 | | GE | × | | | | | |
| 9 | 16 R86577 | Control Head - Mobile | | | Œ | × | | | | | |
| 7 | 17 R90672 | Control Head - Mobile | 6A0C414 | | GE | × | | | | | |
| 00 | 18 R98910 | Cellular Telephone | | | MOTOR | × | | - | | | |
| 61 | R98915 | Cellular Telephone | | | MOTOR | × | | | | | |
| | | | | | | | | | | | |
| 1 | | | | | | | 3 | | | | |
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CALIFORNIA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY RECORD INSPECTION REPORT

ATTACHMENT C

A.C. Field (002)

| ASSET# | DESCRIPTION | MISC. | | | Y | 7 | H | ၁ | NOTES |
|-----------------------------|-------------------------|---------|---------|-------|---|---|---|---|-------|
| equipment to inventory list | entory list | | | | | | | | |
| 1 R45448 | Mobile Repeater | | 7639674 | GE | | × | | | |
| 2 R49599 | Mobile Repeater | 3QDY761 | 7821197 | 넁 | | × | | | |
| 3 R71318 | Battery Charger - Radio | | | MOTOR | | > | | | |

ATTACHMENT D

| A) ITATE | ECLIFNENT I C | LI CENSE | EESCFI FTI CN | YEAR | NAKE | NCCEL | FN ILCC |
|----------|-----------------------|-----------|-------------------------|------|------|----------------|-----------------------------|
| CC5 | 3CE\761 | 5NAJ954 | EXECUTIVE VEHICLES | 2005 | FCF | CFNI C | CO1 |
| Clu | 3(FE342 ②) | 6ACC414 Y | CIVISION CHIEF VEHICLES | 2007 | CCC | Ch#FGEF | CO1 EBBRLY |
| C02 | 3CFE69C 3 | 6451723 | CCM/ISSI CNEF VEHI CLES | 2007 | בכב | CHARCER | CO1 |
| CC2 | E1575 4 | 5NES167 | LNCEF (CVEF VEHICLES | 2005 | CFE | INFALA | CO1 |
| CC2 | [1586 (5) | 5LNY523 Y | LNEEF COVEF VEHICLES | 2005 | CHE | i nfala | con Scif place |
| C02 | C1587 6 | 5LSN268 | LNCEF CCVEF VEHICLES | 2005 | CHE | I NFÆLÆ | CO1 |
| CO2 | C1588 | 5LSF67C | UNCEF COVER VEHICLES | 2005 | CHE | I NFÆLÆ | CO1 SCIF NOWMAN |
| 002 | [1589 (S) | ELLENZE N | LNEEF CCVEF VEHICLES | 2005 | CHE | I NFALA | CO1 SCIF SPECK VAC 10-51 |
| CO2 | C1632 9 | 1223789 | FCCL | 2007 | CHF | SEEFINC 4 CYL | CO1 |
| 002 | [1 65 1 /0 | 1223806 | FCCL | 2007 | CHF | SEEFI NC 4 CYL | 001 |
| C02 | E1653 / (| 1223808 | FCCL | 2007 | CHF | SEEFINC 4 CYL | © 1 |
| CO22 | E1659 / Z | 124823C | FCCL | 2007 | CHF | SEEFINC 4 CYL | CO1 |
| CO2 | [1660 <i>]</i> 3 | 1248231 | FCCL | 2007 | CHF | SEEFINC 4 CYL | CO1 |
| CO2 | [1 66 1 /4 | 1248232 | FCCL | 2007 | CHF | SEEFINC 4 CYL | CO1 |

| Fage | Number: | 1 |
|------|---------|---|
| -3- | | |

| If = | vehi cl es have | been transferred - | attach CFF 57 forn(is) | |
|------|-----------------|--------------------|------------------------|--|
|------|-----------------|--------------------|------------------------|--|

| VEFI FI EC EY: | |
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| CCNIANCEES | SI CNATUFE | |
|------------|------------|--|
| | | |

4 OF 5 VEHICLES INSPECTED

ATTACHMENT E

Department of California Highway Patrol Complete Area Inventory 002 - A C Field

August 11, 2009

| Officer Issued Weapons | | | | |
|--|------------|-----------|---|--|
| | | | | |
| ID# Last Name | First Name | Ser# | Control# | Comments |
| | | | | |
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| 6 | | ls | sued to officer: | . |
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| | | | | |
| ID# Last Name | First Name | Ser# | Control# | Comments |
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| | | Iss | sued to officer: | |
| | Officer | Issued We | eapons Total: | |
| | | | AAA SAA SAA SAA SAA SAA SAA SAA SAA SAA | - |

Area Grand Total:





102-01

State of California

Business, Transportation and Housing Agency

Memorandum

Date:

October 29, 2008

To:

All Executive Offices

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Commissioner

File No.:

01.9457.A04969.047.000_memo_Dep1

Subject:

RECONCILIATION OF MISSING TELECOMMUNICATIONS EQUIPMENT

As outlined in the Comm-Net message dated September 15, 2008, there has been a significant change in policy for documenting items that are not located upon the completion of an annual, change of command, or combination inventory.

In addition to the changes outlined in the Comm-Net, the Commissioner has directed that each office/section attempt to locate items that were previously listed as "missing" and subsequently deleted from their inventory. Attached is a report of missing items which were last known to be assigned to your office/section. Specifically, the listing applies to R-Numbered (Telecommunications) equipment.

Please perform a comprehensive search for the missing items and report your findings, by memorandum, to this office by December 15, 2008. Items that are not located as a result of this search will be returned to your office/section inventory.

During the first quarter of 2009, an updated spreadsheet of missing items will be prepared and distributed. Items listed on that spreadsheet will be subject to quarterly reporting until the item is located or until two inventory cycles have passed with negative results. Quarterly reports will document the efforts taken to locate the missing equipment and shall be submitted to the Office of Inspections.

Should you have any questions, please contact Telecommunications Section commander, Captain Marc Shaw, at (916) 375-2901.

R. D. CARTER

Deputy Commissioner

Attachments

Safety, Service, and Security

CHP 51WP (Rev. 11-86) OPI 070

Memorandum

17045: R 39072

Date:

August 13, 2009

To:

Assistant Commissioner, Field

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Commissioner

File No.:

01.9457.A06786.047.000 memo Dep 3qtr

Subject:

RECONCILIATION OF MISSING TELECOMMUNICATIONS EQUIPMENT

Attached is the updated spreadsheet of missing R-Numbered (Telecommunications) equipment which was last known to be assigned to your office. As directed in the memorandum dated October 29, 2008, the items listed are subject to quarterly reporting until located. Quarterly reports will document the efforts taken to locate the missing equipment and shall be submitted to the Office of Inspections. The first quarterly report is due October 15, 2009, and will span the time period of July 1, 2009, through September 30, 2009. Each subsequent report is due on the 15th day of the first month following the end of the quarter.

Your office can check on possible changes to equipment assignments by going to the California Highway Patrol (CHP) Intranet page and entering http://10.240.2.200/or.asp. Equipment assignment information can be obtained by entering the property tag number (5 or 6 digit CHP #, R #, AF #, or X #). This web site is case sensitive and capital letters must be used. If the item has been surveyed by the appropriate Office of Primary Interest, commands can confirm the survey by contacting Telecommunications Section for R-Numbered equipment, Information Technology Section for computer equipment, or Business Services Section, Supply Services Unit, for all other CHP numbered equipment.

Should you have any questions, please contact Telecommunications Section commander, Captain Joe Whiteford, at (916) 375-2901.

R. D. CARTER

Deputy Commissioner

Attachment

cc: Office of Inspections

002-03

Invortory Report for Telecommunications Equipment 000 "Missing" items

| Lest Known Area | Year of Change | Asset # | Equipment Type | Berial Humber | Manufacturer | Model | Note #1 | Note #2 | Note #3 |
|-----------------------|-------------------|---------|-----------------------|------------------|--------------|------------|--|---------|---------|
| 002 | 1997 | R34672 | Pager | 298A23C050 E | MOTORQLA | ADICAC1469 | Dial 637/Anderson - A/C Field H Pagatoy II H UNACCOUNTED FOR 1997 INV CC2 | | DC 637 |
| 002 | 1997 | R39735 | Calizan Band Radio | a)1660 | | TRC-418 | Escot veh wirockel (uel/Spere/AC Field I—I Mag mourt antonne 21-940 I—I UNACCOUNTED FOR 1997 INV. - 502 | | |

09/11/2008

002-04

Return to Areas

| les | DC 637 | |
|--------------------|------------|--------------------|
| Nodel + No | A01CAC1468 | TRC-418 |
| * Manufacturer | MOTOROLA | |
| Serial Number | 238AGC0506 | 311463 |
| Equipment Type | Pager | Citizen Band Radio |
| Asset # | R34672 | R39735 |
| Year of Change | 1997 | 1997 |
| Last Known Area | 000 | 005 |

| DEPARTMENT OF CALIFORNIA HIGHWAY PATROL CREDIT MEMO - EQUIPMENT | | NSTRUCTI | ons to complete Bute on reverse | ☑ Return ☐ Repair ☐ Trans | | | |
|--|-----------------------------|---|---|---------------------------|-----------------|-----------|------|
| P 266 (Rev. 10-0 | | | | | jan, return by: | DATE | |
| IM: (COMMAND NAM | E) | LOCATION | l. | | | permitter | hor |
| Assistant Commissioner, Field | | 003 | | IDMENT | 10/01/ | | 1200 |
| O: (COMMAND NAME) | | LOCATION | | 2 | | | |
| Supply Services Unit | | 076 | | DRIVER'S SIGNATURE | | | |
| SSU truak | ☑ Other (specify): Mail | | | | | | |
| UIPMENT | ENSITIVE, COMPUTER, TELECON | AMUNICATI | ONS, ETC. | | | • | |
| HP NUMBER | SERIAL NUMBER | UNIT | DESCRIPTION | | CHECK IF | HQ US | EO |
| (, X, AF, SF, R #8) | | | | | DEFECTIVE | STOCK | 30 |
| 119885 | 149879 | 1 | Sony Cyber-shot DSC-S70 Digital Ca Black Carrying Case | | | | |
| None None | 1 | Lenmar OmniSource Li-Ion Universa for 3.6-7.4 Volt Digital Camera & Co | n Charger mcorder | | | _ | |
| | | Batteries (5 Converters Included) | 4414 | | | | |
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